



miamidade.gov

Finance Department
Credit & Collections
200 NW 2nd Ave • 3rd Floor
Miami, Florida 33128
T 786-469-5200 F 305-329-1535

**FINANCE DEPARTMENT, CREDIT & COLLECTION SECTION
APPLICATION FOR SPECIAL RELEASE OF LIEN**

This application for a **Special Release of Lien** is for the below referenced property (ies). This is used to remove a lien from one of two or more properties, when during the sale or purchase of a property, a title search reveals liens placed on properties owned by the same individual attached to properties that have no violations, making it virtually impossible for the purchaser to obtain a mortgage through a financial institution. It is used only when the property being released is free of violations. This clears the "clean" property from the impact of the liens. The Credit and Collection Section only releases liens assigned to us for collection purposes. Please complete all boxes below:

Contact Information		
Company Name:		
Your Name:		
Phone Number:		
Fax Number:		
Mailing Address:		
Email Address:		
Property Information		
Closing Date (if applicable):		
	Folio Number	Address
Property Without Violations (Special Release is for this Property)		
Please note: The property above must not have any outstanding violations with this department in order to qualify for this Partial Release of Lien.		
Folio Number With Violations		

Application fee schedule follows: \$1,000.00 (\$500 for preparation of the Special Release document, plus \$250 for Research of each folio).

This takes up to **TEN (10) BUSINESS DAYS** from the date that the application fee is processed, *providing* payment is made via money order drawn on American Express, Western Union or the U.S.P.S.; cashier check or Attorney's Trust Account Check (cash and on-line payments are not accepted); otherwise the release is prepared 30 days after payment. Make the Check or Money Order payable to: Miami-Dade County Credit & Collection and send to: Miami-Dade County Finance Department, Credit & Collection Section, 200 NW 2nd Avenue, 3rd floor; Miami Florida 33128.

We will prepare and record a Special Release of Lien.

If you have any questions, contact us at (786) 469-5200 from 8:00 AM – 5:00 PM, Monday through Friday (holidays excluded).

Requested by: _____
Signature

Print Name

Date: _____